**Semester 1- First Quarter**

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| **Week** | **Standards** | **Lessons** | **Tasks**  | **Essential Questions** |
| 1 | **02.01,04.0,05.0,****06.0, 08.12** | Introductory Lessons* **Cell Manufacturers**
* **My Classes**
* My Favorite Places
 | * Find, Open, Edit, Save, Close different applications
 | What is a spreadsheet?What is a word processing document?What are the key elements of a slideshow presentation? |
| 2 | **1.01, 1.02, 03.01, 03.02,03.03,08.08,08.09,09.02, 10.01, 10.02** | Introduce **Typing.com**Keyboarding PracticeLessons: Tech Readiness1. Parts of a Computer
2. What makes a Computer run
3. Using a Mouse
4. Computer Lab Rules
5. Surfing Safely
6. Cyber Safety
7. Online Behavior
8. Email Rules and Manners
9. Internet Search Tips
 | * Understand computer hardware
* Applying keyboarding skills
* Perform activities using the worldwide web
* Use communication features of information technology
 | What internal and external components make up a computer system?What are the best practices for online safety? |
| 3 | **09.01,07.06, 07.01,07.02, 07.03** | Everfi.com-VenturesTyping.com: Career Prep**Alt-Career Research@****mycareershines.com** | * Identify through internet research careers in the Business, Management and Administration career cluster
 | Why do entrepreneurs need to know about business, management and administration?What careers most suit my personality?  |
| 4 | **04.01,04.02,04.03,04.04,04.06,04.07,04.14,04.23,04.26, 08.08** | Introduce ICT Ucertify/Setup accountsLesson 1 Introduction to Word Processing* Lesson 1 Notes
* Graded Assessment
* **Future Self**
* **The Places**
* Quiz Review
* **Lesson 1 Quiz**
* **Introduce “Favorite Person Project”**
 | * Create a letter using business letter formatting, including layout, line spacing, inside address, first line indenting, headers and footers
* Manage a plain text document including, managing layout, font, shapes, styles, cut & paste
 | What are the components of a word processing letter?How does MOS Word assist the user in communicating professionally, efficiently, and effectively?How do items on the MOS tool bar change the design of a Word document? |
| 5 | **04.0** | Lesson 2 Formatting an Editing* Lesson 2 Notes
* Graded Assessment
* **Favorite Person Outline**
* My Research
* Quiz Review
* Lesson 2 Quiz
 | * MLA format
* Header
* Works Cited page
 | How is a document formatted according to MLA formatting? |
| 6 | **04.0** | Lesson 3 Working with Images and Shapes* Lesson 3 Notes
* Graded Assessment
* **My Favorite People**
* **My Personality**
* Quiz Review
* Lesson 3 Quiz
 | * Three columns
* Cover page
* Citations
* SmartArt
 | How are three columns formatted in MOS Word?How is a cover page formatted in MOS Word? |
| 7 | **04.0** | Lessons 4&5 Structuring Text/Revising & Collaborating* Lesson 4&5 Notes
* Graded Assessment
* **Formatting Research Project**
* Banana Nut Muffin Recipe
* **School Supplies**
* Quiz Review
* Lesson 4 Quiz
 | * Images
* Page breaks
* Headers
* Footers
* Bulleted Lists
* Numbered Lists
* Multi-level lists
 | How are images, page breaks, headers and footers inserted into a MOS Word document? |
| 8 | **04.0, 10.01,10.02** | Word Certification Review & Test* Practice Test A, B, C

Alternate-Cybersecurity* Practice Test A, B, C
 | * Prep for Certification Test(s)
* Certification Test(s)
 | What are key MOS Word vocabulary terms to know? |
| 9 | **06.0** | Setup ICT Ucertify accounts for SpreadsheetsLesson 1a Introduction to Spreadsheets* Lesson 1 Notes
* Graded Assessment
* **Universities**
* **Matching**
* **Cell Reference Search**
* Quiz Review
* **Lesson 1a Quiz**
 | * Modifying Columns, Rows and Cells
* Inserting text and numbers
* Parts of a spreadsheet
* Understanding how a spreadsheet is constructed and how to locate individual cells
 | How can spreadsheets be used to communicate data effectively? |

**Semester 1- Second Quarter**

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| **Week** | **Standards** | **Lessons/Activities** | **Activities** | **Essential Questions** |
| 10 | **06.0** | Spreadsheets Lesson 1b* Graded Assessment
* **Our Time**
* **Sorting and Filtering**
* Quiz Review
* **Lesson 1b Quiz**
 | * Sorting & Filtering spreadsheet data
* Highlighting data
* Using the Autofill handle
* Creating charts
 | What are ways to make data standout on a spreadsheet? |
| 11 | **06.0** | Spreadsheets Lesson 2* Lesson 2 Notes
* Graded Assessment
* **Heads Up**
* **Apple v. Samsung**
* Quiz Review
* Lesson 2 Quiz
 | * Creating tables
* Managing data within a table
* Creating Pie charts
* Creating Column charts
 | How can data be managed in spreadsheets? |
| 12 | **06.0** | Spreadsheets Lesson 3* Lesson 3 Notes
* Graded Assessment
* **GPA Calculator**
* **Monthly Expenses**
* Quiz Review
* Lesson 3 Quiz
 | * Creating tables
* Creating SUM formulas
* Using the AVG function
* Creating formulas for percentages
* Using the MAX/MIN function
 | What are common formulas used in spreadsheets? |
| 13 | **06.0** | Spreadsheets Certification* Practice Test A, B, C

2nd Word Processing CertificationAlternate- Cybersecurity* Practice Test A, B, C
 | * Prep for Certification Test(s)
* Certification Test(s)
 | What are key spreadsheet skills to know? |
| 14 | **10.01,10.02** | Communications* **Lesson 1-4 Notes**
* Practice Tests A, B, C
* Certification Test
 | * Identify various ways to safely communicate effectively using internet technology
 | What are ways to communicate safely and effectively using internet technology? |
| 15 | **05.0** | Multimedia Lesson 1* Lesson 1 Notes
* Graded Assessment
* **Christmas List**
* **Case Study**
* **Analyzing a Presentation**
* Quiz Review
* Lesson 1 Quiz
 | * Manage text, pictures, designs, layouts, tables, animations, grouping, lines, shapes, transitions, hyperlinks, slide order
* Identify proper usage of presentation tools when creating presentations
 | What skills are needed to create a professional multimedia presentation? |
| 16 | **05.0** | Multimedia Lesson 2* Lesson 2 Notes
* Graded Assessment
* **Graphics Software**
* **Reviewing Filters**
* Quiz Review
* Lesson 2 Quiz

Introduce Final Project | * Identify different visual media formats
* Edit media using online software
* Identify common tools used in photo editing software
 | What are common visual media formats and photo editing skills that can be used in a multimedia presentation? |
| 17 | **05.0** | Multimedia Certification* Practice Tests A, B, C

Word Certification 3rd AttemptAlternate Certifications* Spreadsheets
* Communications
* Cybersecurity
 | * Prep for Certification Test(s)
* Certification Test(s)
 | What skills are needed to create a professional multimedia presentation? |
| 18 | **07.04,07.0507.06,07.07** | Final Collaborative Project* **Your Planet**
 | * Collaborate to create an effective presentation using the skills learned
 | How can working in a collaborative team result in a superior product? |

**Semester 2- First Quarter**

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| --- | --- | --- | --- | --- |
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* My Favorite Places
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 | What internal and external components make up a computer system?What are the best practices for online safety? |
| 3 | **09.01,07.06, 07.01,07.02, 07.03** | Everfi.com-VenturesTyping.com: Career PrepAlt-Career Research@mycareershines.com | * Identify through internet research careers in the Business, Management and Administration career cluster
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* Formatting Research Project
* Banana Nut Muffin Recipe
* School Supplies
* Quiz Review
* Lesson 4 Quiz
 | * Images
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* Footers
* Bulleted Lists
* Numbered Lists
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 | How are images, page breaks, headers and footers inserted into a MOS Word document? |
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Alternate-Cybersecurity* Practice Test A, B, C
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**Semester 2- Second Quarter**

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| **Week** | **Standards** | **Lessons/Activities** | **Activities** | **Essential Questions** |
| 10 | **06.0** | Spreadsheets Lesson 1b* Graded Assessment
* Our Time
* Sorting and Filtering
* Quiz Review
* Lesson 1b Quiz
 | * Sorting & Filtering spreadsheet data
* Highlighting data
* Using the Autofill handle
* Creating charts
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* Graded Assessment
* Heads Up
* Apple v. Samsung
* Quiz Review
* Lesson 2 Quiz
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* Managing data within a table
* Creating Pie charts
* Creating Column charts
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| 12 | **06.0** | Spreadsheets Lesson 3* Lesson 3 Notes
* Graded Assessment
* GPA Calculator
* Monthly Expenses
* Quiz Review
* Lesson 3 Quiz
 | * Creating tables
* Creating SUM formulas
* Using the AVG function
* Creating formulas for percentages
* Using the MAX/MIN function
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| 13 | **06.0** | Spreadsheets Certification* Practice Test A, B, C

2nd Word Processing CertificationAlternate- Cybersecurity* Practice Test A, B, C
 | * Prep for Certification Test(s)
* Certification Test(s)
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| 14 | **10.01,10.02** | Communications* Lesson 1-4 Notes
* Practice Tests A, B, C
* Certification Test
 | * Identify various ways to safely communicate effectively using internet technology
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| 15 | **05.0** | Multimedia Lesson 1* Lesson 1 Notes
* Graded Assessment
* Christmas List
* Case Study
* Analyzing a Presentation
* Quiz Review
* Lesson 1 Quiz
 | * Manage text, pictures, designs, layouts, tables, animations, grouping, lines, shapes, transitions, hyperlinks, slide order
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* Graphics Software
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* Lesson 2 Quiz

Introduce Final Project | * Identify different visual media formats
* Edit media using online software
* Identify common tools used in photo editing software
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| 17 | **05.0** | Multimedia Certification* Practice Tests A, B, C

Word Certification 3rd AttemptAlternate Certifications* Spreadsheets
* Communications
* Cybersecurity
 | * Prep for Certification Test(s)
* Certification Test(s)
 |  |
| 18 | **07.04,07.0507.06,07.07** | Final Collaborative Project | * Collaborate to create an effective presentation using the skills learned
 |  |